



STATE OF COLORADO

COLORADO DEPARTMENT OF AGRICULTURE

Division of Plant Industry

700 Kipling Street, Suite 4000, Lakewood, CO 80215-8000 Tel: (303) 239-4140/4143 Fax: (303) 239-4177 www.colorado.gov/ag/dpi



DPI-ORG-OPHIC (Rev 9/10)

Organic Certification Program Organic Process Handling Inspection Checklist

- ☐ 1. **Review Your Organic System Plan** and have your copy present during the inspection
- ☐ 2. **Gather all your records** 205.103: fully disclose all activities and transactions in sufficient detail as to be readily understood and audited
 - ☐ a. **Product identification and composition:** this must include current formulations, recipes or batch sheets that support the percentage of organic ingredients in your product label claim –“100% organic,” “organic” or “Made with organic”.
 - ☐ b. **Facility map(s)** showing the facility perimeter and buildings, all equipment and areas used for receiving, raw material storage, processing, packaging and shipping. Also, ALL pest control locations.
 - ☐ c. **Product flow charts:** this includes equipment used in each step and the flow of products through the facility.
 - ☐ d. **Documentation of sources of ingredients and processing aid**
 - i. Updated/current organic certificate from the supplier of any organic ingredients or processing aid that supports the label claim you intend to make (For example, if you are claiming 100% Organic all ingredients must be documented to be certified as 100% organic).
 - ii. Non-organic agricultural ingredients must have documentation that the ingredient was not commercially available, not made with GMO's, irradiation or sewage sludge.
 - iii. Non-agricultural ingredients: all non-agricultural ingredients must be listed on and consistent with the National List (205.605 and 205.606).
 - ☐ f. **Pest management** must have documentation, logs, procedures of what preventative measures were used and when.
 - ☐ g. **Organic integrity:** you will need procedures and documents that demonstrate the measures taken to prevent commingling and/or contamination of organic ingredients and products.
- ☐ 3. **Audit Trail Documents** that track from raw ingredients to final sale. Also, to verify the input-output balance of organic ingredients and organic products.
 - ☐ a. **Production records**
 - ☐ b. **Purchasing records**
 - ☐ c. **Receiving records**
 - ☐ d. **Storage records**
 - ☐ e. **Transport records**
 - ☐ f. **Sales records**
- ☐ 4. **Labels and Labeling-** all finished product labels including retail and wholesale labels with the CDA statement, USDA Seal, CDA Seal, etc...
- ☐ 5. **Organic Integrity/Sanitation:** Documentation of measures that avoid contamination and commingling, as applicable to the operation. Have ALL cleaning and sanitizing labels accessible as well as cleaning logs and SSOP.
- ☐ 6. **Current state organic registration** (Department of Food and Agriculture or Department of Health Services), if applicable.
- ☐ 7. **Documentation** of the correction of previously cited issues of noncompliance or conditions.

Inspection Day Planning

- ☐ 1. **You may need help** during the inspection by asking fellow employees to fetch documents or make copies. This will reduce the inspection time!
- ☐ 2. **Ensure enough time** is devoted and attention is taken to complete the inspection.
- ☐ 3. **Make prior arrangements** for someone else to handle work-related tasks and/or family commitments.
- ☐ 4. **Provide a space** where you and the inspector can comfortably review records.